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FACULTY MANUAL

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

Revised January, 1984

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BOARDS, COMMISSIONS, UNIVERSITY OFFICERS

Boards and Commissions

Board of Trustees

The University of South Carolina was chartered by the South Carolina General Assembly in 1801 and the latest revision of this act occurred in 1962. The Board of Trustees, which derives its authority from the General Assembly of South Carolina, is the governing body of the university and all its constituent units wherever situated. The powers of the President and of all faculties of the university are delegated by the Board in accordance with its policies.

Several sections of the charter act which pertain to the Board of Trustees are quoted below.

Composition of the Board of Trustees (Section 59-117-10, as amended) "The Board of Trustees of the University of South Carolina shall be composed of the Governor of the State (or his designee), the State Superintendent of Education, the Chairmen of the Senate Committee on Education (or his designee from that committee), the Chairman of the House Committee on Education and Public Works (or his designee from that committee), and the President of the Greater University of South Carolina Alumni association, which five shall be members ex officio of the Board; and seventeen judicial circuits to be elected by the general vote of the General Assembly as hereinafter provided, and one at large member appointed by the Governor. The Governor shall make this appointment based on merit regardless of race, color, creed or gender and shall strive to assure that the membership of the Board is representative of all citizens of the State of South Carolina.

Terms of Elected Members (Section 59-117-20, as amended) The regular term of office of each trustee elected by the General Assembly shall be four years; however, such trustee shall continue to function as a trustee after his term has expired until his successor shall have been elected and qualified.

Vacancies: Compensation (Section 59-117-30, as amended) In case a vacancy should occur in the Board among the members elected by the General Assembly, the Governor may fill it by appointment until the next session of the General Assembly. Any vacancy occurring in the office of the member appointed by the Governor shall be filled for the remainder of the unexpired term by appointment in the same manner of the original appointment. Each member of the Board shall draw such per diem and expenses as from time to time may be allowed boards, commissions and committees.

Board a Corporation: Powers (Section 59-117-40, as amended)
The Board of Trustees of the University of South Carolina is an is hereby constituted a body corporate and politic, in deed and in law under the name of the University of South Carolina. Such corporation has the following powers:

- (1) To have perpetual succession;
- (2) To sue and be sued by the corporate name;
- (3) To have a common seal and alter it at pleasure;
- (4) To make contracts and to have, to hold, to purchase and to lease real estate and personal property for corporate purposes; and to sell and dispose of personal property and any buildings that are deemed by it as surplus property or not further needed and any buildings that it may need to do away with for the purpose of making room for other construction. All other powers shall be exercised in a manner consistent with the provisions of Chapter 35 of Title 11 of the 1976 Code;
- (5) To appoint a chairman of the Board of Trustees and to appoint a University president, treasurer and secretary, and in the appointment of these latter three to prescribe their duties and their terms of office and to fix their compensation;
- (6) To appoint or otherwise provide for the appointment of subordinate and assistant officers and agents, faculty members, and other employees prescribing the terms of their employment, their duties, and fixing their compensations;
- (7) To make bylaws and all rules and regulations deemed expedient for the management of its affairs and its own operations not inconsistent with the Constitution and laws of this State or of the United States;
- (8) To condemn land for corporate purposes as provided in Section 59-117-70;
- (9) To fix tuition fees and other charges for students attending the University, but these shall not be inconsistent with statutes where the legislature undertakes to fix such fees and charges;
- (10) To confer degrees upon students and such other persons as in the opinion of the Board of Trustees may be qualified to receive them;
- (11) To accept, receive and hold all moneys or other properties, real and personal, that may be given, conveyed, bequeathed or devised to the University, and to use them for the benefit of the University but in those cases where such money or property is received charged with any trust then in every

case such money or property shall be held and used strictly in accordance with the terms of such trust; provided, however, where the terms of any such trust would require something to be done other than merely to administer the trust no obligation in receiving the trust over and above merely its administration shall be binding upon the University or the State except as are accepted by the General Assembly;

- (12) To assign any member of the faculty to additional duties in any other University department than that in which the faculty member may at the time be working and without additional salary;
- (13) In all investigations touching the affairs of the University the Board of Trustees is invested with full powers to compel by subpoena, rule and attachment witnesses to appear and testify and papers to be produced and read before such board;
- (14) To adopt such measures and make such regulations as may in the discretion of the Board of Trustees by necessary for the proper operation of the University;
- (15) To appoint for the University a board of visitors of such number as the Board of Trustees may deem expedient, and to regulate the terms during which the members of such board shall serve, and to prescribe the functions of such board of visitors;
- (16) To remove any officer, faculty member, agent or employee for incompetence, neglect of duty, violation of University regulations, or conduct unbecoming a person occupying such a position;
- (17) To appoint an executive committee not exceeding five members of the Board who shall have all the powers of the Board during the interim between meetings of the Board but not the power to do anything which is inconsistent with the policy or action theretofore taken by the Board, and the executive committee shall at each meeting of the Board report fully all action taken by it during the interim; and
- (18) To appoint committees of the Board of Trustees or officers or members of the faculty of the University, with such power and authority and for such purposes in connection with the operation of the University as the Board of Trustees may deem wise.

Spartanburg County Commission for Higher Education

The South Carolina General Assembly created the Spartanburg County Commission for Higher Education in 1967 for the purpose of

"the encouragement of higher education in Spartanburg County and adjacent areas and, more specifically, the establishment in Spartanburg County of facilities to offer standard freshman and sophomore college courses, and such other courses as deemed desirable."

Composition (Section 1). The Spartanburg County Commission for Higher Education is composed of ten members appointed by the Governor on the recommendation of a majority of the Spartanburg County Legislative Delegation. The Executive Secretary of the Spartanburg County Board of Education shall be an ex officio member of the Commission.

Terms of Elected Members (Section 1). The Commission shall be appointed for terms of four years each and shall serve until their successors shall have been appointed and qualified.

Powers and Duties (Section 4). The Commission shall be empowered to enter into contracts, make binding agreements, negotiate with educators and educational institutions and, generally, to take such actions in its name as are necessary to secure for Spartanburg County and adjacent areas the educational facilities above-described; provided, that the County of Spartanburg shall not be bound nor held liable for any acts of omission or commission of the Commissioners, nor by the provision of any contract or agreement, expressed or implied, except upon written approval and consent of a majority of the members of the Spartanburg County Legislative Delegation.

The Commission may solicit funds and accept donations from various sources which it may expend in carrying out its objective.

Educational Advisory Committee. The Commission is authorized to appoint from Spartanburg County, and from adjacent areas as deemed appropriate, an Education Advisory Committee consisting of not less than ten nor more than fifteen members which shall meet and consult with the Commission from time to time as may be required.

Compensation. All members of the Commission and of the Educational Advisory Committee shall serve without compensation or fees.

University Officers

President

The President of the University is the chief executive officer of the University system, which consists of nine campuses located throughout the State. As such, he shall have full charge of the administrative activities of the University. He shall serve also as the official medium of communication between the Board of Trustees on the one hand, and the University faculty,

administrative officers, individual members of the staff, student organizations, and students on the other. He is responsible to the Board for administering the educational and business policies of the institution, subject only to the laws of the state of South Carolina and the University rules and regulations prescribed by the Board of Trustees. The President is an ex officio member of the faculty and all faculty committees.

The President is assisted in directing the affairs of the University by a Chief Executive Assistant, an Executive Assistant, the Executive Vice Presidents, a Senior Vice President, and the System Vice Presidents.

Chancellor

The Chancellor for the University of South Carolina at Spartanburg is the chief administrative officer of the campus. The Chancellor is responsible for the operation and development of the campus and the implementation of applicable university policies. The Chancellor reports to the President.

Vice Chancellor

The Vice Chancellor for Academic Affairs is appointed by the Chancellor and confirmed by the Board of Trustees. The Vice Chancellor is responsible for curricula planning and development of the total educational program. The Vice Chancellor has overall responsibility for faculty, library, and other academic services, including continuing education. The Vice Chancellor represents the Chancellor when appropriate.

Associate Chancellors

The Associate Chancellor for Administration is appointed by the Chancellor and confirmed by the Board of Trustees. The Associate Chancellor for Administration is responsible for all financial affairs including budget planning, purchasing, accounting, physical plant maintenance and security, personnel, and auxiliary enterprises.

The Associate Chancellor for Student Affairs is appointed by the Chancellor and confirmed by the Board of Trustees. The Associate Chancellor is responsible for overall supervision of student services and student activities.

The Associate Chancellor for University Relations is appointed by the Chancellor and confirmed by the Board of Trustees. The Associate Chancellor is responsible for establishing a campus-wide approach to the community by supervising efforts in development, sponsored programs, and alumni affairs, information services, and admissions.

Deans of Schools

Deans of Schools are appointed by the Chancellor upon recommendation from the Vice Chancellor for Academic Affairs following the prescribed search procedures. Deans exercise direct supervision of the faculty and the academic programs in accord with the general instructions of the Vice Chancellor for Academic Affairs. The deans nominate personnel to be appointed as full-time and part-time faculty by the Chancellor for the University of South Carolina at Spartanburg. Deans have the authority to initiate curricula changes, scheduling, and curricula evaluation for their respective schools. They are responsible for faculty development and evaluation, with the approval of the Vice Chancellor.

The faculty of each school are to be consulted in significant matters concerning all questions related to personnel and curriculum.

FACULTY POWERS,
ORGANIZATION, AND TEACHING RESPONSIBILITIES

Powers and Organization

Faculty Powers

The Board of Trustees is the governing body of the university and the powers of the President and the faculty are delegated by the Board in accord with its policies. In all matters pertaining to the standards of admission, registration, requirements for the granting of degrees earned in course, the curricula, instruction, research, extracurricula activities, discipline of students, the educational policies and standards of the university, and all other matters pertaining to the conduct of faculty affairs; including the discipline of its own members, the faculty has legislative powers subject to the review of the Chancellor for the University of South Carolina at Spartanburg, the President, and the Board of Trustees.

As such occasions arise, the faculty has the opportunity to consider the appointment of all principal officers and, through an appropriate committee, communicate their views to the Chancellor for the University of South Carolina at Spartanburg. The faculty are also invited to communicate, through an appropriate committee, their views concerning the selection of the President of the university and the Chancellor for USCS.

Faculty Organization

Membership. The university faculty consists of the President, the Chancellor, the Vice Chancellor, the associate chancellors, all deans, professors, associate professors, assistant professors, all full-time academic instructors and full-time lecturers in baccalaureate and associate degree programs, visiting faculty members, emeriti professors, professional librarians, and such other persons as the faculty sees fit to elect.

Voting. The following members of the faculty have the right to present motions and to vote: the President, the Chancellor, the Vice Chancellor, the associate chancellors, academic deans, heads of academic divisions, professional librarians, professors, associate professors, assistant professors, instructors, and any administrative official who has tenure as a faculty member. Regularly appointed faculty members may exercise their right to vote during absences from the university that are temporary in nature such as sabbaticals or leave of absence.

Officers. The Faculty Secretary is the presiding officer of the faculty and the Faculty Senate. The Secretary prepares and circulates the agenda for meetings at least three days prior to

the meeting date. The Faculty Secretary-elect serves as presiding officer in the absence of the Faculty Secretary. The Faculty Recording Secretary records and distributes to the members of the faculty written minutes of the general faculty and Faculty Senate meetings, and annually compiles and publishes a summary of faculty actions. The University Marshal is responsible for ceremonial programs of the University of South Carolina at Spartanburg. The Faculty Secretary, Faculty Secretary-elect, the Recording Secretary and the University Marshal are elected by the faculty.

General Meetings. General faculty meetings are held in September and April. The President or the Chancellor for the University of South Carolina at Spartanburg may call a special meeting of the faculty. A special meeting of the faculty may also be called by 25 percent of the voting members of the faculty who submit a written request to this effect to the Faculty-Secretary. Upon receipt of this request, the Faculty Secretary sets a date for a meeting to be held within seven days.

The Faculty Senate represents the faculty and serves as a legislative body. It hears reports from various committees of the university.

Conduct of Business. The faculty follow Robert's Rules of Order unless otherwise stipulated. The Faculty Secretary-elect serves a parliamentarian. All elections are conducted by secret ballot. Voting is by voice or show of hands unless at least ten individuals present a request for a secret ballot.

An agenda is prepared prior to the general faculty meeting and Faculty Senate meeting by the Faculty Secretary. Faculty members may contribute to the agenda by submitting items to the Faculty Secretary three days prior to the meeting. This agenda may include (1) forthcoming elections to committees, when pertinent, (2) statements from the Chancellor for the University of South Carolina at Spartanburg on major policy, (3) reports of faculty and appointed committees, (4) old business, (5) new business, including matters raised from the floor.

Faculty Committees. The faculty establishes such regular or special committees as it deems necessary. The members of such committees are elected by the faculty or appointed by the Chancellor for terms of three years, except as otherwise noted. All student members of regular faculty committees are voting members. There is no proxy in case of absence.

Members may not succeed themselves as members of the same committee, except as otherwise noted. Faculty members may not serve on more than two regular faculty committees.

Each regular faculty committee meets at least four times a year. Each regular faculty committee is an agency of the faculty

and makes written reports containing a summary of its activities and actions to the faculty at the last faculty meeting of the academic year. These reports become a part of the minutes.

Standing faculty committees are the following:

Academic Forward Planning Committee
Admissions and Petitions Committee
Athletic Advisory Committee
Executive Academic Affairs Committee
Facilities and Utilization Committee
Faculty Welfare Committee
Library Committee
Life Long Learning Committee
Promotion and Tenure Committee
Student Affairs Committee
Student Financial Aid Committee
University Publications Committee

A detailed description of the nature, purposes, and composition of these regular faculty committees may be found in the Faculty Handbook.

Bylaws of the Faculty Senate

Article I: Purpose and Responsibilities

The Faculty Senate of the University of South Carolina at Spartanburg, having been created by direction of the university faculty to act by and for that body, is endowed with all the powers and responsibilities of the university faculty except for those powers specifically reserved by that body to itself, provided that the university faculty may amend or repeal any actions of the Faculty Senate. Powers specifically reserved by the faculty, include, but are not limited to, election of faculty officers and committee members.

Article II: Members

Section 1. The Faculty Senate membership is composed of voting members of the university faculty elected from each division, each school, and the library (hereinafter referred to as electoral units). For the purpose of these bylaws, the term "voting member" is defined as specified in the Faculty Manual of the University of South Carolina at Spartanburg.

Section 2. Representation on the Faculty Senate shall be allocated as follows: one representative for every five faculty members (or portion thereof) per electoral unit, and five representatives elected at-large. Representatives of electoral

units shall be elected by secret ballot by the members of that unit. These representatives shall be elected prior to the September faculty meeting, except that a vacancy occurring in midyear shall be filled as soon as practicable according to the procedure described above.

At-large representatives shall be elected by secret ballot by all members of the faculty. These representatives shall be elected at the September faculty meeting, except that a vacancy occurring in midyear shall be filled as soon as practicable at a regularly scheduled or called faculty meeting.

The Faculty Secretary shall designate terms of one, two, and three years for Senate members so that approximately one-third of the members will be elected each year. This designation shall be made so that each electoral unit, shall have a reasonable balance of members with each of the terms. Thereafter members of the Senate shall have terms of three years, unless chosen to fill unexpired terms.

Section 3. No later than the opening of the fall term each year, the chief administrators of each electoral unit shall recompute the number of vacancies to which their electoral units is entitled and revise the number of vacancies to be filled accordingly. A reduction in voting membership of an electoral unit shall not result in the removal of any senators until the expiration of their terms. An increase in voting membership of an electoral unit during the year shall not increase the number of representatives to which that unit is entitled for that year.

When an additional representative position must be added to the Senate due to increased membership in an electoral unit, the Faculty Secretary shall assign to that new position a term of one, two or three years to maintain the balance of one, two, and three-year terms on the Senate with preference being given to the longest possible terms.

Article III: Offices

The presiding officer of the Senate shall be the Faculty Secretary who shall prepare and circulate the agenda to all members of the faculty at least three days prior to the meeting date. The Faculty Secretary-elect shall serve as presiding officer in the absence of the Faculty Secretary. The recording Secretary shall record and distribute to the faculty written minutes of Senate meetings, and annually compile and publish a summary of Senate actions. The three aforementioned officers are voting members of the Senate, except that the presiding officer shall vote only to break a tie.

The Senate shall elect a clerk from a list of secretaries submitted by the Vice Chancellor of the University of South Carolina at Spartanburg. The term of office for the clerk shall be one year.

Article IV: Procedures, Stipulations, and Conduct of Business

Only members of the Faculty Senate may present motions and vote. Any member of the university faculty may attend any Senate meetings and speak on matters brought before the Senate.

All votes taken in the Senate shall be voice, unless an alternative method is desired by at least ten senators;

The Faculty Secretary shall call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty;

A decision made by the Senate may be overruled at a regular or called general faculty meeting by a majority of the full faculty membership.

Faculty Committees shall report directly to the faculty Secretary who will be responsible for placing appropriate items on the agenda.

The Senate shall follow Robert's Rules of Order unless otherwise stipulated. The presiding officer annually appoints a parliamentarian. All elections are conducted by secret ballot.

An agenda is prepared prior to the Senate meeting by the faculty Secretary and is distributed to all faculty members at least three (3) business days prior to the Senate meeting. Senate members may contribute to the agenda by submitting items to the Faculty Secretary five (5) business days prior to the meeting.

Article V: Meetings

Section 1. Regular meetings of the Senate shall be held monthly during the academic year, and once during the Summer Session, unless called by the Faculty Secretary.

Section 2. Special meetings of the Senate can be called by the faculty Secretary upon the written request of ten (10) members of the Senate or by the Vice Chancellor of the University of South Carolina at Spartanburg. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) business days notice shall be given the faculty and the meeting must be held within eight (8) business days from the receipt of the written request.

Section 3. A majority of the members of the Senate shall constitute a quorum.

Article VI: Committees of the Senate

The Faculty Secretary may create ad hoc committees composed of members of the Senate when the need for such committees shall arise.

Article VII: Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Faculty Senate by a two-thirds vote, provided that the amendment has been submitted in writing at a previous regular meeting.

Article VIII: Publication of Bylaws and Rules

The bylaws of the Faculty Senate shall be published in the Faculty Manual and in such other form as may be convenient for distribution, and such publications shall be revised from time to time as deemed necessary.

Teaching Responsibilities

The teaching responsibilities of the instructional staff are among those areas of university life which have for generations been a part of the unwritten code of scholars. The provisions of such a policy statement are so reasonable to learned and humane individuals that it may appear redundant to state them. Now, however, along with other formerly unwritten contracts, it seems appropriate to put these responsibilities in a formal statement of policy. The university conceives them to be so important that the performance of the instructional staff in meeting the provisions of this code is taken into consideration in determining salary increases, tenure, and promotion.

Statement of Policy

Course Objectives. Faculty members are responsible for stating clearly the objectives of each course they teach at the beginning of each term. Each instructional staff member directs their instruction toward the fulfillment of these objectives. Instructional staff members are responsible for orienting the content of the courses they are assigned to each to the course descriptions published in the university catalog.

Grading. Faculty members are responsible for informing students in their classes of the methods employed in determining the final course grade and of any special requirements of attendance which differ from the attendance policy of the university. At the request of the student, a faculty member should make available information, an evaluation, or both, of the student's progress and should give and return at least one quiz prior to the free drop date.

Graded examinations and papers are provided to the student for inspection and discussion. Final examinations are retained for one semester to provide the opportunity for review with the

instructor, if the student desires. Examinations are graded within sufficient time to make the examination a part of the student's learning experience.

Class meetings. All instructional staff members are expected to meet their classes regularly and at scheduled times. In case of illness or any other emergency, instructors notify the dean or division chair so that appropriate action may be taken.

Office hours. Faculty and administrative personnel should be easily available to students. Consequently, every faculty member posts and maintains office hours. A schedule of five hours a week, or one hour each class day, is considered as minimally acceptable. Faculty members should submit a copy of their schedule to their dean.

Advising. Faculty members responsible for academic advising are expected to be in their offices at specified hours during registration and during the succeeding school year.

Syllabi. Normally, faculty are expected to file in the dean's office copies of current syllabi for courses taught.

Student petitions. Students who feel the above policy and procedures have been violated should be referred to the Academic Affairs Committee.

Textbooks. Each school or division selects an individual to act as textbook coordinator for book orders within that discipline. Textbook coordinators provide their dean or division chair with all necessary textbook requirements for approval. This list for textbook requirements is due in the dean's office or division chair's office on approximately April 10 for the fall semester, October 10 for spring semester and March 10 for all summer sessions.

Regulations on Examinations

Final examinations each semester are given in accord with a schedule published in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the Vice Chancellor for Academic Affairs. All such deviations must be reported to the Director of Records, Registration, and Computer Services. This provision applies to all examinations including laboratory examinations and examinations in courses meeting once a week. It is recognized that this provision causes occasional conflict (i.e., a student who has laboratories or once-a-week classes in two different courses at the same hour on Monday and Wednesday or Tuesday and Thursday). Such cases clearly require special handling and possibly examinations at other than the scheduled time. These should be conducted with the prior approval of the Vice Chancellor; in no case should they occur outside of the total examination period.

In any course or laboratory which meets two or three times a week, no quiz, test, or examination is given during the last two class sessions prior to the regular examination period. In any course or laboratory which meets once a week, no quiz, test, or examination shall be given during the last class session prior to the regular examination period. In any course or laboratory which meets more than three times a week, no quiz, test, or examination shall be given during the last three class sessions prior to the regular examination period.

Make-up exams (exams which students missed during the term and which they are taking because they were absent) are to be treated like any scheduled exam during the days of final examinations.

Grading System

For a detailed discussion of the current grading system, consult the latest edition of the USCS Catalog.

Grade Reports and Changes of Grades

All grades are due in the office of the Registrar as requested by that office. The Registrar is responsible for delivery of the grades to the Office of Administrative Services on the Columbia campus for processing by data processing equipment, and therefore it is essential that faculty members report all grades as requested. Final grades for graduating seniors must be handled in one week before graduation, and this contingency may call for an earlier examination.

All students listed in the grade sheet must be given a grade. Any student not given a grade consciously or inadvertently receives an automatic "NR." "NRs" are changed to a grade of "S" after one semester if no other grade can be obtained from the instructor by the appropriate dean or division chair.

EMPLOYMENT, BENEFITS, RETIREMENT

Employment

Terms of Employment

In the absence of special arrangements, employment of the members of the faculty is for a period of nine months. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary is one-half the nine-month stipend.

All members of the faculty must be available from the fourth calendar day prior to the first day of registration and at least until after commencement.

Summer Sessions

Regular members of the faculty, i.e., faculty with full-time appointments not made for a specific period of time, who were hired prior to September 1, 1973, may teach in one of two summer sessions for which they receive 15 percent of the salary received during the previous academic year. Summer school teaching in the case of faculty hired after September 1, 1973 may depend on the availability of funds and/or size of enrollment. Faculty are compensated in accordance with the provisions that follow.

Upper division required courses must have a minimum of ten students to be offered. If there are ten or more students the faculty member receives 7 1/2 percent of their base salary (assuming course is three hours credit). If the course has fewer than ten students enrollment, the course might be offered if the faculty member and the administration can mutually agree to an appropriate remuneration for the course. However, the administration reserves the right to cancel the course.

All other courses (3 hours) must have a minimum of 15 students to be offered. If there are 15 or more students the faculty members receive 7 1/2 percent of their base salary. If the course has fewer than 15 students enrolled, the course might be offered if the faculty member and the administration can mutually agree to an appropriate remuneration for the course. However, the administration reserves the right to cancel the course.

Outside Work

A member of the university staff may be permitted to do professional work of an expert character outside the university and to receive pay when the work in question contributes to the professional development of the faculty member. No such outside work is undertaken except on the prior approval of the dean of the school, the Vice Chancellor, and the Chancellor for USCS. The university reserves the right to declare a conflict of interest at any time. No member of the teaching staff receives compensation for tutoring students in any course for which they are empowered to grant the student credit, or over which they have any authority. This is not to be interpreted as prohibiting tutoring for remuneration in subjects over which the faculty member has no control.

Employment and compensation in excess of an employee's regular salary for temporary, part-time contractual, honorarial, or consultative service is considered dual employment and must be approved by the State Budget and Control Board.

Disclosure of Economic Interests

State employees earning \$20,000 or more per year are required by state law to make an annual disclosure of economic interests. Statements are to be made on forms prescribed by the State Ethics Commission no later than April 15 of each calendar year.

Salary

Faculty members who feel that action with regard to their salary is inadequate may request further consideration of their record by submitting such documentation as they believe is appropriate to the Vice Chancellor for Academic Affairs. The Chancellor forwards these data to the President for consideration.

Normal Work Schedule

The work schedules of full-time faculty are necessarily flexible but, as a guide, the normal teaching assignment is twelve hours or its equivalent. Teaching assignments are, of course, affected by the number of students in the class, the level of the course, research, and other assigned duties.

All absences are incorporated into the dean's semimonthly report to the Associate Chancellor for Administration. The Vice Chancellor should be notified by memorandum of any sick leave

taken by a faculty member that is in excess of five consecutive days. Deans notify the Vice Chancellor if they expect to be absent from the campus. In the event of any absence for unusual amounts of time, either on the part of a dean, divisional chair or faculty member, the Vice Chancellor should notify the Chancellor for the University of South Carolina at Spartanburg.

Leave

Annual Leave. Members of the academic staff on a twelve month appointment accumulate vacation allowance at the rate of one and one-quarter calendar days per month of continuous service. Employees who have completed ten years of credited employment with the state earn additional annual leave for each year over ten years, not to exceed 30 days. Annual leave does not accrue during periods of leave without pay or during terminal leave. Any vacation time taken during the year, except the regular university-wide holidays, counts against this time.

Faculty members paid by a grant or contract and earning annual leave may be required to use all accumulated annual leave prior to the ending of the grant or contract.

Faculty members employed on less than a twelve months basis do not accrue annual leave.

Sick Leave. It is the policy of the University of South Carolina to grant to all faculty members sick leave with pay to be earned at the rate of one and one quarter days per month of active employment. Sick leave may be accumulated but can not exceed 180 days.

Staff members sustaining an employment injury or disease have the option to take sick leave to the extent of their accumulated total, irrespective of whether or not the disabling condition is compensable under the Workmen's Compensation Act. If in such cases sick leave is granted, and if compensation is awarded to the staff member by the Industrial Commission for salary lost during such sick leave period, the university is reimbursed in the amount of compensation payable to the employee by the Industrial Commission for days of absence for which the employee was also paid by the university, and sick leave credit shall be restored in proportion to the amount of reimbursement to the university.

Employees who use sick leave for some foreseeable reason, e.g., elective surgery or maternity, give two months notice, if at all possible.

Sick leave does not accrue for a staff member on leave without pay or on terminal leave.

On termination of services for any reason, any accumulated unused sick leave is forfeited.

Terminal Leave. Faculty and staff members can be paid for a maximum of 45 days of annual leave unless transferring to another state agency. If transferring to another South Carolina state agency, the accumulated unused sick leave is transferred to that agency.

Court Leave. A university employee required to attend court as a witness representing the university or as a juror is granted leave with pay. When one is subpoenaed in litigation as an individual and not in official capacity, the time taken from work is charged as annual leave, or leave without pay, or leave with pay, whichever is appropriate, as determined by the Vice Chancellor for Academic Affairs.

Military Leave. Fifteen calendar days leave with pay may be granted in any calendar year to regular employees who are members of a reserve component of the Armed Forces or of the National Guard. Such duty or training should be arranged so as to be of least interference with regular duties. Whenever possible, summer training and participation in the summer session of the university should be scheduled in separate terms.

An employee called into military service is entitled to reinstatement as provided by law. Normally an employee is entitled to leave without pay and, if the State Retirement Board so approves, the member may continue to make contributions to the South Carolina Retirement system through the university. The faculty member may return to active employment in a comparable position to that held at the time such leave was granted provided that separation from service was under honorable conditions, physical and mental capacities remain qualified for the position, and application for re-employment is made within 60 days after release from service. For more detailed information, contact the Personnel Director.

Leave Without Pay. Leave of absence without pay may be granted for good cause on the recommendation of the appropriate division chair, dean, the Chancellor for the University of South Carolina at Spartanburg, and the President under circumstances wherein the best interest of the university is served. If on a semester basis, pay is equalized for each semester. Such leave is granted for a maximum continuous period of one year, unless special disposition is granted by the President because of highly unusual circumstances. After the period for which leave is granted, unless further action is taken, the appointment is terminated. The authorization of leave without pay is a matter of administrative discretion and may be considered in the following cases of absence due to service in the Armed Forces; extended absence in the interest of the University of South Carolina, such as advanced academic training, research or other experiences which lead to increased competence and promote the interest of the university as well as the staff member; or

necessary absences due to illness, maternity, or other personal reasons when such absences extend beyond available annual leave and/or sick leave with pay.

Annual leave and sick leave do not accrue during period of leave without pay but accumulated totals are not forfeited. If the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the university while on extended leave without pay.

Leave without pay does not affect tenure; however, a period of time during which a faculty member is on leave without pay may not be counted toward the acquirement of tenure.

The Pre-Retirement Death Benefit Program is extended to persons on leave of absence who participate in the retirement program while on leave. Interested persons should request the Personnel Office to obtain permission from the State Retirement System. If they grant authority to contribute to the retirement system while on leave, one receives not only credit under the Retirement System for that year of service, but would also be covered by this death benefit, which would be based on the individual's previous basic salary.

Having received permission from the South Carolina Retirement System to make the regular contributions, individuals should contact the Director of Personnel to set up the deductions or payment that should be made.

If a faculty member wishes to continue insurance coverage while on leave it is necessary to pay premiums to the Payroll Office. By paying the premiums the employee can continue coverage for one year. If the faculty member does not continue these payments, the insurance is dropped. When returned to the university payroll, it is necessary to contact the Personnel Office to complete new health statements to the insurance companies for approval.

Sabbatical Leave. Sabbatical leaves are intended to allow full-time faculty members relief from normal duties in order to pursue significant projects designed to improve their capabilities as scholars and teachers and hence to increase their future contribution to the mission of USCS. Sabbatical leave is designed to permit faculty members to achieve educational goals which could be reached only over an extended period of time if pursued under the demands of regular university duties. Consequently, recipients of sabbatical leave are to be separated from all university duties during the duration of the leave.

Requirements. To be considered for sabbatical leave, a faculty member must be a tenured associate professor or professor and must be eligible to serve for a reasonable period following completion of leave, under no circumstances less than one year. A faculty member must have six or more years full-time service.

Procedures. Faculty members requesting sabbatical leave must demonstrate, by means of a written proposal submitted through the appropriate dean or the Vice Chancellor for Academic Affairs, how

their planned activities serve the purposes for which they are intended. All proposals must be submitted by February 1. Awards are based on seniority and merit. A written report should be submitted to the Vice Chancellor for Academic Affairs within two months upon returning to the institution. A sabbatical leave provides one-half pay for a full academic year, or full pay for one-half of an academic year. Granting sabbatical leaves of absence is dependent upon budget limitations, workloads, and other considerations. Therefore, it is a matter of administration discretion.

Other Information. The Pre-Retirement Death Benefit Program, through the South Carolina State Retirement System, is extended to persons on sabbatical leave. A faculty member on leave for one semester at a full salary has retirement deductions made on the amount paid by the university. A faculty member on sabbatical leave for the academic year at half-salary receives credit for a partial year of service under the Retirement System and is covered for a partial year of service under the Retirement System and is covered for a partial year's salary under the death benefit program. Faculty members are eligible also to contribute to the Retirement System on the full amount of their salary. In this event, the faculty member would receive credit for a full year's salary under the death benefit. Faculty members selecting this alternative should request that the Personnel Office obtain permission from the State Retirement System.

While on sabbatical leave, insurance coverage is continued automatically.

Research

While the mission of the University of South Carolina at Spartanburg is primarily undergraduate instruction, faculty members are encouraged to do research, as time and facilities permit, in order to maintain a proper knowledge of their respective disciplines.

Attention is called to the possibility of financial support by means of grants and contracts. The Office of University Relations continuously monitors information from federal agencies and other sources and assists any faculty member wishing to prepare a proposal.

Grants Administration. Each research, training, or special project which is sponsored, is assigned a named individual of the faculty or staff who is designated principal investigator or project director. Normally, this is the member who conceived and proposed the activity resulting in a grant or contract. The principal investigator may not be changed without the approval of the sponsor. The principal investigator or project director is responsible for administration of all direct funds allocated to the project and compliance with the terms and conditions of the

grant or contract. The Office of University Relations assists the principal investigator in resolving any procedural or administrative questions.

Conflict of Interest. The university has adopted the principles of the December 1964 joint statement of the ACE-AAUP entitled "On Preventing Conflicts of Interest in Government Sponsored Research at Universities." The Office of Research is notified of all outside consulting and research activities performed by faculty or staff members who are participating in government sponsored research or receiving federal grants. Should any conflict of interest be indicated, the individual concerned is contacted in order to clarify and/or rectify the situation. The Office of Research is available for advice and assistance with regard to consulting agreements or potential conflicts of interest.

University Funds. The "Fund for the Promotion of Research" has been established to support the university from patent activities. All income received by the university from patent activities covered by this policy is deposited in a university account to the credit of this Fund. The Vice President for Research administers the fund, and reports not less than annually to the faculty on the activities supported by the Fund.

A limited amount of money is available through the "Instructional Development Fund" to support research and/or professional development activities by faculty. A faculty development committee annually reviews proposals for research/professional development funds. Such proposals should be submitted to the Vice Chancellor for Academic Affairs.

Consultant Activity

For the basic policy on employment outside the university, see the preceding section on "Terms of Employment."

Laboratories, equipment and other facilities of the university generally are not available to university employees for consulting work. Patent and copying rights for approved consultant activities are matters decided between the faculty member and the outside agency. If, however, university facilities are used, an interest of the university is thereby established, and agreement as to patent and/or copyright matters should be resolved before undertaking the project. Conversely, when the university hires a consultant, specific prior arrangements should be made in the consultative agreement for protection of the university's rights. The Patent and Copyright Committee should be consulted for assistance in resolving these questions.

In cases where a university employee is hiring a consultant to be paid from a university grant or contract, such consulting is subject to the funding agency's regulations imposed within the

grant or contract document. Further, if the consultant to be hired is another university employee, remuneration for such activities is governed by the university's policies on extra compensation and the state's policy on dual employment.

Reduction-In-Force Policy

Reduction-in-force may become necessary because of conditions inside or outside of the University of South Carolina at Spartanburg. Federal, state or local appropriations may be reduced or cut off entirely, or the university may be allowed to use only part of its appropriation. These and other factors occurring singly or in combination may make it necessary for the University of South Carolina at Spartanburg to undergo a reduction-in-force. Depending on the cause, the reduction-in-force may be temporary or permanent. Employees are released in a positive and equitable manner. A reduction may not require any involuntary separation if it can be accomplished through transfer, reorganization, or attrition. University administration may also find it necessary to reduce certain phases of work as work levels change or fluctuate. However, should a reduction-in-force become necessary, the procedure outlined below is adhered to.

The President of the University of South Carolina, acting in consultation with the Chancellor of the University of South Carolina at Spartanburg and with a faculty committee, bears the responsibility for determining the need for reduction-in-force decisions, and upon such determination, of authorizing a plan developed through appropriate internal channels to accomplish this reduction. This plan is applicable to the University of South Carolina at Spartanburg faculty. The plan identifies the area(s) and the faculty to be included in the reduction-in-force according to the following general criteria:

1. Area(s)

a. The importance of the area(s) to the University of South Carolina at Spartanburg in performing its mission;

b. The impact of the area(s) upon the ability of the University of South Carolina at Spartanburg to perform its mission;

2. The following criteria shall apply to person(s) within the area:

a. Appointment status: non-tenured shall generally be reduced before tenured

- b. Length of service
- c. Quality of service: as determined by the formal evaluation process
- d. Specialization or function: as the specific need for the field of expertise or services of a person

The university explains the procedures through which employees affected by a reduction-in-force are informed of all benefits. The university assists employees seeking employment elsewhere.

Upon special request the plan accomplish the reduction is made available to any employee affected by this plan.

Benefits and Privileges

The University of South Carolina at Spartanburg in conjunction with the State of South Carolina has a comprehensive program of insurance and annuity plans for members of the faculty, the staff and their dependents. The various plans consist of life insurance, health insurance, and annuity benefits made available to assist in meeting financial security needs.

Disability Income Insurance

The Pilot Life Insurance Company underwrites the university's long-term disability income plan. For faculty members who become totally disabled, the university would continue their salary for a limited period of time in accord with the sick leave policy. The Pilot Life plan then provides an income starting the first day after the "elimination period" selected and continue as long as the contract states. The longer the elimination period selected, the lower would be the premium. Several alternatives (from 30 to 180 days) are available, and many employees choose one to correspond at least roughly to their accumulated sick leave. The amount of the Pilot Life benefit received depends on the amount purchased by the faculty member; however, the maximum amount for which one may apply is determined by one's salary. The coverage applies on or off the job, 24 hours a day, and the benefits receive favorable tax treatment. Liberal health standards are applied and some coverage is available even if there are known health problems or the faculty member is otherwise uninsurable.

Life Insurance

For university employees, the group life plan is underwritten by the Prudential Life Insurance Company. It provides group term life insurance on the eligible employee's life in an amount which depends on age and salary classification plus accidental death and dismemberment benefits. Smaller amounts of life insurance is convertible to an individual plan upon terminating employment with the University of South Carolina at Spartanburg and it continues automatically in the event of total disability. The Retired Life Continuation Program is an added benefit designed to provide small amounts of free life insurance for Prudential members when they retire. To qualify, a retiree must have been a Prudential member for at least five years. The amount of extended coverage ranges from \$1,000 with five years' membership to \$5,000 with eight or more years membership.

Group Optional Life. The State of South Carolina has made available a group option life insurance and accidental death and dismemberment plan to its eligible employees. The carrier for these insurance coverage is the Metropolitan Life Insurance Company. Enrollment in this program is at the option and cost of the individual employee. All permanent full-time employees of the State who receive compensation from a department, agency, board commission, or institution of the State are eligible. Employees electing to participate in the plan may select up to the maximum amount of insurance in increments of \$10,000 for which they are eligible.

The costs of these benefits are borne by participating employees, the university, the University of South Carolina Educational Foundation, and the State of South Carolina. By statute, the university cannot participate directly in the financing of employee's insurance programs; however, the university pays all expenses of administering the entire program. The Educational Foundation pays approximately 25 percent of the costs of the Metropolitan group life plan and the Pilot disability income plan. The State of South Carolina pays the costs of the employees' coverage in the new State plan, while the costs to employees who enroll their dependents are determined by the classification into which those dependents fall.

Liability Coverage

All employees of the university are covered by a blanket Liability Insurance Policy in the amount of \$300,000. Please note that this only covers employees, not other family members.

Workmen's Compensation

All employees have certain benefits under the South Carolina Workmen's Compensation Act if they sustain an accidental injury or contracts an occupational disease while performing their official duties as a university employee. In case of an accident an employee should receive prompt medical care and notify the division chair or dean as soon as practicable after the accident. The division chair or dean should prepare, without delay, a complete report on appropriate forms obtained from, and returned to, the Personnel Office, which processes all papers.

In cases in which the disabled employee is covered by Workmen's Compensation, sick leave with pay may be received to the extent that such leave has accumulated, provided the employee reimburses the university all amounts received as Workmen's Compensation insurance while on leave with pay. After all accumulated sick leave is used, the employee is entitled to Workmen's Compensation only.

Tax-Deferred Annuities

The university makes payroll deductions for tax-sheltered annuities but cannot contribute to their cost. The tax collection is postponed until retirement. This arrangement is generally referred to as a "Tax Sheltered Annuity" and, as such, is subject to interpretation by the District Collector, Internal Revenue Service.

USC Federal Credit Union

For the benefit of members of the faculty, the University of South Carolina has established a credit union to provide a savings and loan system. Dividends are paid yearly on savings. Life insurance is provided on loans for those eligible. More information can be obtained from the Personnel Office.

South Carolina State Employee's Association

As employees of the University of South Carolina and of the State of South Carolina, full-time faculty and staff members are eligible for membership in the South Carolina State Employee's Association. The Association is governed by officers and directors elected annually from the membership. The university has two directors on the board. Complete information about the Association, its insurance plan, the Credit Union, and the names of merchants who extend discounts to members can be obtained from the Personnel Office.

Retirement

South Carolina Retirement System

This section is subject to interpretation by the South Carolina Retirement System and to changes which may be enacted by the General Assembly.

All regular non-student employees of the university and part-time employees may elect to be members of the South Carolina Retirement System. Full-time employees must be members. Under the provisions of the State Retirement Act, each employee contributes to State retirement four percent of gross earnings by deductions from each paycheck on earnings which total \$4,800 or less in any calendar year. The rate of employee contributions on gross earnings in excess of \$4,800 per year is six percent.

The State of South Carolina guarantees a formula return at retirement based on average salary and years employed. Details are available in a booklet that may be obtained at the Business Office of USCS or at the Office of the South Carolina Retirement system.

Any member may retire and apply for benefits upon attaining age 60, or upon completing 30 years of creditable service.

Any member who leaves State employment prior to retirement may withdraw the sum of contribution plus the accumulated regular interest. However, an employee who completed 5 years of creditable service prior to age 60 may leave the contribution with the system and qualify for a deferred retirement annuity when attaining age 60.

Any member who becomes permanently disabled after completing five years of creditable service may apply for disability retirement benefits.

At the death of a contributing member who has completed at least one full year of membership under the State retirement, the Pre-Retirement Death Benefit Program pays to the beneficiary a death benefit equal to the annual earnable compensation of the member at the time of death.

S.C. Retirement System as Applied to Academic Personnel

Administrative Officers. It is the policy of the university for administrative academic officers to retire from active administrative duties at the university at the end of the fiscal year in which they reach the age of 65. By definition, any faculty member holding an appointive position requiring administrative duties, such as dean or division chair, is an administrative academic officer. It is further the policy of the university to permit such officers to continue in service after

they reach 65 years of age on an annual appointment basis, provided that for each additional year the staff member requests continuance and such continuance has the recommendation of the Chancellor for the University of South Carolina at Spartanburg and the President and the approval of the Board of Trustees for each year. In no event does such additional annual employment extend beyond the time such employee reaches the age of 70 years.

Teaching Faculty. It is the policy of the university for the teaching faculty members to retire from active employment at the university at the end of the fiscal year in which they reach the age of 65 years. In exceptional cases, however, with the request and recommendation of the dean or division chair, and the approval of the Chancellor for the University of South Carolina at Spartanburg, and the State Budget and Control Board, a faculty member may be continued in service for a period of one year following each such approval until the employee has reached the end of the fiscal year in which one becomes 72 years of age.

These policies are automatic and no employees are continued beyond this time of retirement unless they are notified of the intention of the university to continue their service at least three months prior to such time. The head of the employee's department, division, or school must request and recommend the continuation of the faculty member's services at least seven months prior to the time for the employee's retirement.

Social Security

All university employees are covered by Social Security. Under this program, payments are deducted from the employee's paycheck and the university, as employer, matches each contribution. Further details can be obtained from the Personnel Office.

Distinguished Professor and Emeritus Titles

The title of Distinguished Professor is awarded to members of the university faculty in their final year of service at Carolina who have both earned the rank of full professor and have served the university for a total of twenty-five years or more. Upon retirement, this title changes to that of Distinguished Professor Emeritus.

The title of Emeritus is normally conferred in the last rank held by any regular member of the instructional staff at the time of retirement from the university provided that the faculty member has reached age 55 and has served the University of South Carolina a minimum of twelve years.

A citation is presented to each Emeritus recipient at the spring commencement and every effort is made to provide office space, parking privileges, and the like.

REGULATIONS AND SELECTION PROCEDURES

Regulations and Policies

Affirmative Action Policy Statement

As an equal opportunity employer, the university of South Carolina at Spartanburg is committed to a policy of affirmative action in all personnel practices. Through this policy, it is the intent of the university to eliminate existing inequities and disparities, to achieve a fair distribution in all job categories in terms of race, color, religion, sex, age, and national origin; and to apply all personnel actions including recruitment, hiring, promotion, training, compensation and benefits equally on the basis of appropriate qualifications.

The University of South Carolina at Spartanburg also takes affirmative action to employ and to advance in employment qualified veterans and handicapped, including, but not limited to, the following: upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Nepotism Policy

All appointments are made strictly on the basis of merit. No relative by blood or marriage of any administrative officer (dean, director, head, etc.) may be appointed to any position under the administrative officer's jurisdiction, unless the position in question could not be otherwise properly filled. Such an exception is made only on specific recommendation of the President and with the approval of the Board of Trustees.

Policy Changes

From time to time, changes in the rights, privileges, and benefits accorded to faculty members must be made as conditions warrant. Changes providing additional rights, privileges, and benefits apply to faculty members employed prior to the promulgation of such changes.

Personnel Administration

Responsibility for academic personnel on the Spartanburg campus is delegated to the Chancellor for the University of South Carolina at Spartanburg. The Personnel Office is responsible for maintaining employee records for all university employees, including academic personnel, and for supplying benefit information to all employees. For matters of policy, academic personnel deal with the office of the Chancellor for the university of South Carolina at Spartanburg. For information on their employment records or benefits such as retirement or workmen's compensation, they deal with the Office of Personnel.

Political Activity

Full-time employment with the University of South Carolina at Spartanburg is a time-consuming responsibility. The university, therefore, does not encourage outside employment for compensation, political or nonpolitical, which does not effectively contribute to professional advancement and correlate with university work.

However, as responsible and interested citizens, faculty and staff members of the university should fulfill their civic responsibilities and should engage in the normal political processes of our society. With the consent of the President and the approval of the Board of Trustees, any faculty or staff member may seek election to hold public office provides such action does not interfere with normal duties. The candidacy must be approved in advance and prior to announcement for public office following the confirmation that there is no conflict of interest between this activity and the responsibility of the individual to the university and the State of South Carolina.

If it is determined that such candidacy and/or election is in basic conflict with the faculty or staff member's normal duties, the President may ask the employee to obtain a leave of absence without pay or to resign before announcing for the office.

It is understood that in general, because of their responsibilities to the institution, full-time faculty do not pursue statewide offices, manage statewide campaigns, or seek political positions which pay compensation.

Appointments to the Faculty

Qualifications and Requirements

As a general policy, the qualifications for appointment and promotion are not intended as justification for automatic

promotion; conversely, justified exceptions may be made if warranted.

Professor. To be eligible for the rank of professor, a faculty member must have a record of outstanding performance normally involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. As a general guideline, the faculty member is expected to hold the earned doctor's degree and to have at least nine years effective and relevant experience.

Associate Professor. To be eligible for the rank of associate professor, a faculty member must have a record of effective performance over a probationary period. Effective performance usually involves both teaching and research, or creativity or performance in the arts, or recognized professional contributions. Faculty members must possess strong potential for further development as a teacher and as a scholar. It is normally expected that they hold the earned doctor's degree.

Assistant Professor. To be eligible for the rank of assistant professor, a faculty member possess strong potential for development as a teacher and as a scholar. Faculty members normally are expected to hold the earned doctor's degree or its equivalent.

Instructor. To be eligible for the rank of instructor, a faculty member must normally hold the master's degree or bachelor's degree plus substantial additional graduate study such as evidence of having fulfilled the requirements for admission to candidacy for the doctor's degree.

Appointment Procedures

When it is established that a vacancy exists, it is the duty of the appropriate dean to identify candidates and assemble the necessary information for an appointment decision. All vacancies are advertised in accord with affirmative action regulations.

Once a candidate is selected from the applicant pool with consultation of the school faculty, approval to make an offer must be obtained from the Vice Chancellor and the Chancellor (and from the President in the case of full professor or dean). The following documents are attached to the request for approval to make an offer:

1. application for employment including vita and transcripts
2. letters of recommendation
3. equal opportunity data sheet
4. copy of advertisement
5. copy of proposed appointment letter

If approval for the offer is granted, the letter of appointment is forwarded to the applicant. Should the applicant reject the offer, all documents are retained for file by the appropriate dean or division chair.

Procedure for Selection of Deans

The selection of a dean and the evaluation of performance in that office are matters requiring the joint consideration of the faculty and administration. The following is intended to clarify general policies defining the position of dean and to provide appropriate procedures for faculty participation and the appointment and reappointment of such personnel.

Duties

The dean of a school is appointed by the Chancellor upon recommendation of the Vice Chancellor for Academic Affairs and is confirmed by the President. The dean is the chief academic administrator of the school and is responsible for personnel and program administration. The dean reports directly to the Vice Chancellor for Academic Affairs. The duties of the dean include reviewing curricula and programs in the school, nominating division chairs or assistant deans and assigning their duties, supervising the use of funds, space, and equipment allotted to the school, and supervising the preparation of the school budget. The dean is the presiding officer of the faculty of the school.

Term of Employment

The term of appointment for a dean is five years. After completing an initial term, a dean may be reappointed for a second term by the Vice Chancellor after consultation with the faculty of that school. Reappointment beyond the first term is restricted to the cases where it is clearly in the school's and university's best interest.

The same procedure for review and approval apply to reappointment beyond the second term.

The appointment of a dean may be terminated by the Vice Chancellor with the approval of the Chancellor and the President.

Procedure for Selection

When a vacancy occurs in the position of dean, the Vice Chancellor informs the faculty of the school in writing and

invites the faculty to elect up to three persons to serve on a search committee.

Participation in the selection of a dean is restricted to full-time faculty members holding appointments as instructor, assistant professor, associate professor, and professor, who have not been officially notified of non-reappointment or final unfavorable decisions on tenure. Full-time teaching associates may be eligible to participate if such participation is recommended by the majority of the school faculty eligible to vote and is approved by the Vice Chancellor.

The Vice Chancellor for Academic Affairs appoints up to two additional persons at least one of whom is a member of the faculty of another school or a librarian. The Vice Chancellor selects a chair for the committee from among the elected or appointed members.

The Vice Chancellor, in consultation with the faculty committee members and the Chancellor, may determine that community representation on the selection committee is in the best interest of the school and the university. Community members are selected by the Chancellor in consultation with the Vice Chancellor and the faculty committee members.

It is university policy to use comprehensive searches for new deans unless special circumstances exist. The standard case includes both internal and external candidates. The Vice Chancellor, in consultation with the Chancellor and the faculty of the school, determines before the search committee is formed whether the special circumstances exist that would limit the search to present faculty members of the university. The search always complies with the university's affirmative action policy.

Standard Search

The search committee places a notice of vacancy in the appropriate professional journal or personnel newsletters and in one general publication, such as the "Chronicle of Higher Education."

The search committee collects vitae and contacts references for all candidates, and after consulting with the Vice Chancellor, arranges interviews for the most promising candidates. The number of external candidates should not exceed four except with specific approval of the Vice Chancellor. The search committee makes every effort to insure that all faculty members have the opportunity to meet candidates deemed qualified by the committee. Faculty are invited to submit written comments and evaluations on each candidate for consideration by the search committee.

The search committee ranks acceptable candidates in order of preference. The committee forwards the names of the acceptable candidates along with all letters of recommendation and other

materials received to the Vice Chancellor. The committee is urged to submit at least four names and in no case less than two.

The Vice Chancellor recommends an appointment and forwards all materials to the Chancellor. The Chancellor either approves the appointment or asks the search committee to submit additional names.

The President of the university must confirm the appointment of a dean.

Internal Search

If a decision is made to limit the search to persons already on the faculty, the committee invites nominations, collects relative information and makes it available to the faculty.

The selection procedures described above, with the single exception of placing notices in off-campus publications, are following in the case of internal searches.

Procedure for Selection of Division Chairs or Assistant Deans

The selection of a division chair or assistant dean and evaluation of performance in that office are matters requiring the joint consideration of the faculty and administration. The following is intended to clarify general policies defining the position of division chair or assistant dean and to provide appropriate procedures for faculty participation in the appointment and reappointment of such personnel.

Term of Appointment

The term of appointment for a division chair or assistant dean is three years.

The appointment of a division chair or assistant dean may be terminated at any time by the dean with the approval of the Vice Chancellor for Academic Affairs.

Procedure for Selection

When a vacancy occurs in the position of the division chair or assistant dean, the dean of the school informs the faculty of the school in writing and invites the faculty to elect up to three persons to serve on a nominating committee.

Participation in the selection of an assistant dean is restricted to regular, full-time faculty members holding continuing appointments as assistant professor, associate

professor, or professor, who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure. Full-time instructors may be eligible to participate if such participation is recommended by the majority of the school faculty eligible to vote and is approved by the dean.

The dean appoints up to two additional persons, one of whom serves as chair of the search committee.

The search committee collects vitae and references for all candidates, and after consulting with the dean arranges for interviews with the most promising candidates. The number of external candidates can not exceed three.

When the interviews are completed, the search committee sends a ballot containing the names of all remaining candidates to all voting members of the faculty.

Faculty rate each candidate as acceptable or unacceptable and rank acceptable candidates in order of preference. The committee tabulates the votes and reports the results to the faculty. If two or more candidates are acceptable to a majority of the participating faculty, the committee forwards their names, along with all letters of recommendation and other materials received, to the dean. If there are not at least two acceptable candidates, the dean has the option of requesting a full report or instructing the committee to resume the search.

The dean recommends an appointment and forwards all materials to the Vice Chancellor through appropriate administrative channels. The Vice Chancellor either approves the appointment or asks the dean to request the search committee to submit additional names.

ANNUAL REVIEW PROCEDURES

Procedures, Objectives, and Criteria

Policy Statement

Written reviews, based on Promotion and Tenure Committee criteria, are conducted annually by the administrator most familiar with the faculty member's work, ordinarily the immediate supervisor. These evaluations are reviewed at appropriate administrative levels. If requested by the faculty member, reviews are also made by the USCS Promotion and Tenure Committee. Faculty members must receive copies of all reviews and may write a response to any review. All reviews and responses are signed by both parties to indicate that they have seen the reviews and responses.

Faculty members who are in their first two years of employment or who are requesting promotion, tenure, or both, receive peer review within each professional school and at the division level within the School of Humanities and Sciences. Tenured faculty members are also reviewed periodically by peers.

The USCS Faculty Senate is responsible for adopting specific practices and procedures consistent with this policy and the following objectives and criteria.

Objectives of Annual Review

1. To provide, as the most important objective, a basis for professional improvement and development.
2. To provide a basis for identifying ways in which USCS can support faculty members.
3. To provide a basis for administrative decision on promotion, retention, salary, and tenure.
4. To provide a basis for faculty involvement in decisions on retention, promotion, and tenure.
5. To provide a basis for future research on teaching and learning.

Criteria for Annual Review of Teaching Faculty

In all schools and divisions the promotion and tenure criteria of teaching effectiveness, research and/or creativity, and university and/or community service is the basis for evaluations. Teaching effectiveness receives the major emphasis in all schools and divisions.

All faculty are expected to reach and maintain an acceptable level of teaching. Individual differences and strengths for other criteria should be recognized and encouraged in each school and/or division.

Faculty members are not expected to excell in all non-teaching criteria.

Student evaluations are required in all schools and divisions. Each school and division develops additional methods of documentation to be approved by the Faculty Senate and the administration. The evaluation form for faculty review is the same for all schools and must include definitions of evaluative terms.

Administrative Annual Review of Faculty

Each faculty member receives a written annual review. The "rating administrator" should be the administrator most familiar with the faculty member's work, ordinarily the immediate supervisor. Faculty members who have both teaching and administrative duties are evaluated by appropriate administrators in each area.

The rating administrator gives each faculty member, upon employment, a copy of the annual review objectives, criteria, procedures, and forms. This information about annual review is published in the Faculty Handbook.

A review takes place at an interview following the first semester of teaching for new faculty members. For other faculty members the review is completed during the fall semester at a time appropriate to meet USCS Promotion and Tenure Committee deadlines. There is advance notice of the review in all cases.

The rating administrator and the faculty member sign the evaluation form to show that a review has occurred. The faculty member's signature does not necessarily imply that the faculty member agrees with the evaluation.

At the level of administrative review, the faculty member must receive immediately a copy of the written review and may write a response within two weeks. All responses are signed by both the faculty members and the reviewer in question. The reviewer's signature does not necessarily imply that the reviewer agrees with the response.

An administrator who rates a faculty member the equivalent of "less than satisfactory" on any criterion must document any deficiency and provide specific written suggestions for improvement. An administrator who rates a faculty member the highest possible rating must also document the rating.

If there is mutual agreement about a review by the faculty member and by all levels of administration, copies of the reviews follow appropriate administrative channels to the office of the Vice Chancellor for Academic Affairs. If any administrator above the level of the rating administrator disagrees with the previous

evaluations, the faculty member must be informed in a letter which includes the rationale for disagreement.

Faculty members are responsible for establishing and keeping a current performance file (which may be a copy of the non-confidential parts of their promotion and tenure file) for use in the review process by the rating administrator and by the Annual Review Committee. A copy of the performance file is kept in the office of the dean. All such files created for the annual review process are mutually exclusive from other personnel files.

The faculty of the school and division develops, in consultation with the administration, a procedure to be approved by the USCS Faculty Senate, for resolving conflict within the school and division if disagreement over reviews occurs. If conflict cannot be resolved within the school and division, a faculty member may request evaluation from the Vice Chancellor for Academic Affairs and then, if desired, from the USCS Promotion and Tenure Committee.

Faculty members who are in their first two years at USCS may be evaluated semi-annually at the discretion of the rating administrator.

Peer Review by Annual Review Committees

Purpose

Evaluation by a peer review committee is a process intended both to help the faculty member reviewed and to provide qualitative information to the Promotion and Tenure Committee and to the administration.

Composition of Annual Review Committee

An annual review committee is composed of at least three tenured faculty members (when possible) and either one or two untenured faculty members. The chair of the committee and the committee members should be elected during the first school or division faculty meeting in the fall. When possible, the chair should be a tenured faculty member and at least one committee member should carry-over from the previous year's committee. Neither faculty members who are in their first two years of employment at USCS nor faculty members who are seeking promotion, tenure, or both, nor administrators responsible for conducting reviews within a school or division are eligible to serve on an Annual Review Committee. If a school or division has fewer than three tenured faculty members eligible for the committee, the faculty may elect more untenured faculty or choose to substitute tenured faculty members from another area. When a sufficient number of eligible faculty are available in any division or

school, only faculty members subject to review procedures should serve on the Annual Review Committee.

Faculty to be Evaluated

Faculty members who normally teach a load of 6-semester hours or more per semester are subject to review by their school or division Annual Review Committee. In addition, a faculty member teaching fewer than 6 hours per semester is subject to review if being considered for promotion, tenure, or both.

Faculty in the first two years of employment at USCS are reviewed during each of their first two years of employment. Evaluation for first and second year faculty should be completed prior to employment decision deadlines.

Faculty members being considered for promotion, tenure, or both, are evaluated during the first semester of that year. Other faculty members are evaluated early during the second semester of their evaluation year.

All faculty members normally teaching 6 hours or more are reviewed at least every five years including teaching associates, instructors, lecturers, and tenured faculty. The five year rotation is to begin in the 1982-83 academic year. The 1981-82 chairs should be responsible for preparing a tentative five year plan for their school or division. This list of faculty to be reviewed within each school or division should be kept in each dean's office where it is available to the faculty. Any faculty member may request an evaluation by the Annual Review Committee during any semester.

Role of the Chair

The faculty member should inform each faculty member who is to be reviewed of the calendar for the upcoming review and the guidelines for file preparation.

The chair indicates to the committee members the names of faculty to be reviewed and also distributes the calendar, directions pertaining to the review, and the appropriate review forms to the committee members prior to the review procedure.

The chair writes the summary review for each faculty member being evaluated. A tally of the number of individual letter evaluations should be recorded on the final summary review sheet.

The chair is responsible for seeing that the summary review is initialed by each member of the committee. This is to be done so that committee members can indicate that they have seen the summarized comments. If disagreement arises over the summarized comments, it is the responsibility of the chair to rewrite the summary until agreement is reached or to copy each individual's comments as the summary statement.

The chair is responsible for (a) sending the sealed individual evaluation forms and the summary review sheet to the Vice Chancellor, (b) sending the summary review sheet to the Promotion and Tenure Committee for faculty members being considered for promotion, tenure, or both, (c) sending the summary review sheet to the faculty member's immediate supervisor and dean, and (d) sending the summary review sheet to the faculty member being reviewed.

The chair attempts to keep the unsigned reviews and the summary review sheet confidential and accessible only to those mentioned above.

Responsibility of Annual Review Committee Members

Each committee member reviews the annual review files of each faculty member being reviewed and completes an evaluation form for each of these individuals. These individual reviews should not be signed.

It is the responsibility of each committee member to keep confidential the contents of the annual review files, individual evaluations, and the summary review sheets.

It is suggested that each section of the review have a written comment to support the evaluation.

Annual Review Files

The annual review files of the faculty members being reviewed are kept in the secretary's office in each school or division and used in a private area. Faculty members up for review by the Promotion and Tenure Committee may place their file in the Promotion and Tenure file presently housed in the administration building.

The Annual Review Committee has access to the current performance file kept by the faculty member but not to other personnel files.

The Annual Review Committee develops and implements a means of seeking broad-based faculty reviews of all faculty members within a school and division. However, the committee writes summaries only on those individuals who are in their first two years of employment at USCS, who are requesting promotion, tenure, or both, or who are tenured faculty members being reviewed. The summary reflects the views of the larger faculty as well as the Committee's collective review.

Calendar

The deadline for submitting material to the school or division Annual Review Committee for faculty members being evaluated appears in the faculty evaluation calendar printed in the Faculty Handbook. Notification of the upcoming evaluation for faculty members not seeking promotion or tenure should be given by the chair of the Annual Review Committee to the faculty member at least two weeks prior to the deadline for submitting annual review files.

Response

Faculty members may write a response to the summary review within two weeks after receiving the summary. This response must be signed by the Chairperson to acknowledge receipt before forwarding the response through appropriate administrative channels.

Other Policies

Any school or division may adopt other annual review policies than those stated if these policies do not conflict with the general guidelines set forth in this statement. Such policies must be written and approved by the Faculty Senate.

PROMOTION AND TENURE PROCEDURES

Procedures, Criteria, Regulations

Procedures

The responsibility for the option of promotion and tenure procedures rests with the Faculty Promotion and Tenure Committee. Final authority for recommending tenure or promotion to the University Board of Trustees resides with the President. Final authority for approving recommendations of tenure and promotion rests with the Board of Trustees.

Recommendations for promotion, tenure, or both are made to the administration by the Promotion and Tenure Committee. Recommendations are based on a review of promotion and tenure files of faculty members.

A faculty member is considered for promotion, tenure, or both provided that at least one of the following provisions is met:

1. The faculty member requests consideration. In this instance the Committee and the appropriate academic officials would respond without prejudice.
2. The faculty member's dean or equivalent academic officer recommends promotion, or tenure, or both.
3. The faculty member is in the penultimate year of probationary service.

Each year, at least one month in advance of consideration of faculty members for promotion, or tenure, or both, the Committee gives written notice to all faculty members that faculty members who wish to be considered for promotion, or tenure, or both should notify the Committee in writing and should prepare their tenure and promotion file. The Committee also gives written notice to deans or equivalent academic officers to submit within that period a list of faculty members in their respective divisions whom they wish to recommend for promotion, or tenure, or both. These recommendations are accompanied by appropriate material to be placed in the individual files. Faculty members recommended by their dean are notified in writing and informed of the pending meeting of the Committee, so that they may provide relevant matters for the file. The Committee informs the Vice Chancellor for Academic Affairs of the date of the Committee's meeting and of those who will be considered for promotion, or tenure, or both, so that the Vice Chancellor may have the opportunity to place relevant material in the individuals' files.

A candidate's full vita and supporting file are forwarded to the administration only when the Committee recommends tenure, or promotion, or both. For the record, a list of those persons considered but not recommended is forwarded through the appropriate channels. Failure to recommend favorably at a particular time is without prejudice with respect to future considerations.

The proceedings of the Faculty Promotion and Tenure Committee are confidential with respect to all written materials reviewed and all discussions of individual cases by the Committee. Failure to maintain confidentiality is sufficient grounds for removal from the Committee. The Committee has the authority to remove members for such reason. However, access by individuals to information in their file is allowed, except that the sources of information submitted in confidence are confidential to the extent provided by law.

When the Committee reviews files, each member votes "yes," "no," or "abstain." A record of the votes is made in all instances and must be forwarded through the appropriate channels. Votes may be accompanied by written rationale. To be recommended by the committee for promotion or tenure requires six affirmative votes if all nine members are present; otherwise, a minimum of five affirmative votes are required. Specific reasons for voting in favor or against each candidate are required and included on the ballot form. Any member of the committee may request reconsideration of any particular case once.

Positive recommendations from the Promotion and Tenure Committee, including the recording of votes, all written comments, and the files of those recommended are forwarded to the Vice Chancellor for Academic Affairs. The Vice Chancellor notifies each candidate of the committee's recommendation within one week. The committee may request--either orally or in writing--that matters of concern be discussed by the Vice Chancellor with a candidate. The Vice Chancellor may endorse such recommendations in any way, but must forward all such recommendations, statements, and endorsements through the appropriate administrative channels to the President of the University. Appeals are considered after a required ten-day period for requesting such appeals. The committee notifies the Chancellor of its amended recommendations and reports the statistics of its recommendations to the Faculty Senate. Persons dissatisfied with a negative recommendation by the Promotion and Tenure Committee have, upon request to the Committee, their files sent through all appropriate channels for endorsement to the President for appropriate action.

No change is made in the promotion and tenure regulations except by vote of the full voting membership of the faculty or by direction of the Board of Trustees. In no event is any change in promotion and tenure regulations made retroactively if it is disadvantageous to a faculty member.

Promotion Criteria for Teaching Faculty

The following factors are considered for promotion decisions. (It is the responsibility of faculty members to assure that their files are current with respect to evidence needed to support a promotion recommendation):

1. teaching effectiveness as demonstrated by such evidence as letters of recommendation, student evaluations, and colleague evaluations
2. service to USC at Spartanburg including (a) assigned university duties (such as committee work, assigned administrative tasks, and advisement and (b) voluntary service (such as work with student organizations, community service, and forums)
3. evidence of scholarly achievement (such as publications, lectures, and active participation in professional organizations

As a minimum, a faculty member should have no serious deficiencies in teaching effectiveness and other assigned university duties.

To be eligible for the rank of professor, a faculty member must have a record of outstanding performance in teaching and in either scholarship or service to USCS. The faculty member is expected to hold the earned doctor's degree and to have a minimum of nine years of relevant experience.

To be eligible for the rank of associate professor, a faculty member must have a record of effective performance in teaching and in either scholarship or service to USCS. The faculty member is normally expected to hold the earned doctor's degree and to have a minimum of three years of relevant experience.

To be eligible for the rank of assistant professor, the faculty member must possess strong potential for academic development. Normally, the faculty member is expected either to hold an earned doctor's degree or have substantial work beyond the master's degree with a minimum of five years relevant experience.

The normal educational requirements for each rank may be waived in cases where a person has made extraordinary contributions in teaching or university service or in disciplines where the earned doctorate is not commonly required for undergraduate teaching.

Promotion Criteria for Library Faculty

As with other faculty positions, it is the responsibility of faculty members to insure that their files are current with respect to evidence needed to support a promotion consideration. The following criteria are considered for promotion decisions.

1. Competence as a librarian as demonstrated by evidence such as letters of recommendation, student evaluations, and colleague evaluations, as concerned with such topics as collection development, increased circulation and organizational improvement, improved systems of information retrieval, teaching effectiveness in both formal and informal instruction, service to other faculty members, effective administrative coordination of library activities
2. Service to the university such as (a) assigned university duties (committee work and other assigned tasks, or (b) voluntary service (such as work with student organizations, community service, and forums)
3. Scholarship and research such as publications, lectures, significant assistance and contribution to the scholarship and research of others, preparation of exhibits, active participation in professional organizations

As a minimum, a library faculty member should have a master's degree from a school accredited by the American Library Association and should have no serious deficiencies in training or ability that would impair carrying out assigned duties. Additional advanced degrees should be looked on favorably for promotion consideration.

The following guidelines normally apply:

To be eligible for the rank of librarian, a faculty member must have a record of outstanding competence as a librarian and an outstanding record in either scholarship or service to the university. The faculty member is expected to have at least an earned master's degree in library science and a second master's in another field or a specialist degree and a minimum of nine years of library experience at the assistant librarian level or above.

To be eligible for the rank of associate librarian, a faculty member must have demonstrated a high degree of competence as a librarian and have a record of effectiveness in either scholarship or service to the university. The faculty member is expected to have at least an earned master's degree in library

science and have a minimum of three years of library experience at the assistant librarian level.

To be eligible for the rank of assistant librarian, a faculty member must have a minimum of five years of relevant experience including at least two years of experience as a library faculty member and possess a strong potential for development. They are to have an earned master's degree in library science. Library faculty members not eligible for the rank of assistant librarian have the rank of instructor.

The normal educational requirements for each rank may be waived in cases where a person has made an extraordinary contribution as a librarian.

Tenure Regulations for Teaching Faculty

The University of South Carolina at Spartanburg generally adheres to the standards of the American Association of University Professors regarding the rights, privileges, and benefits accorded faculty members. Where university policies differ from those standards, the regulations stated herein, or as subsequently modified by the university, apply.

To promote the welfare of the university, its policy in general is to provide, after a probationary period, tenure for its faculty members. Exceptions to this policy include cases of retirement for age, or special or extraordinary circumstances, or because of financial exigencies, and/or curtailment or discontinuance of departments, schools, or colleges. To implement this principle, it is the intent of the university to adhere to the following regulations.

New Faculty. New members of the faculty are informed at the time of appointment of the tenure regulations applicable on the effective date of appointment. Changes in tenure regulations are not applied retroactively if disadvantageous to the faculty member. A faculty member who acquires tenure is notified in writing at the time.

Probational Period. The maximum probationary period for all full-time faculty members with the rank of associate professor or professor is satisfactory service in the rank for four years at the University of South Carolina at Spartanburg. The maximum probationary period for all full-time faculty members with the rank of assistant professor shall be satisfactory service in the rank for six years at the university.

The maximum probationary period at any combination of ranks at assistant professor level or above is six years. A decision must be made as to the status of any tenure-eligible faculty member no later than the end of the fifth year of continuous service with the university. If no action is taken by that time, the faculty member automatically acquires tenure at the end of the sixth year.

Instructors are not eligible for tenure but the notice provisions regarding non-renewal below are applicable to full-time appointment at that rank, except in the case of an appointment made for a specific period of time. Lecturers, armed forces personnel performing teaching assignments, and part-time faculty members are not eligible for tenure. Visiting and adjunct appointments are temporary in nature and service under such appointments is not applicable to acquiring tenure. Part-time teaching appointments or teaching assignments of individuals otherwise employed by the university are regarded as temporary and service are not applicable to acquiring tenure, nor do the provisions regarding non-renewal apply.

The university may in the future wish to initiate a faculty rank which is entirely outside the tenure ladder. This would be a full-time term appointment and the fact that it is not tenurable will be made clear when the appointment is made.

Non-renewal. If, during the first year of a probationary appointment, it is deemed in the best interest of the university not to renew the appointment at the end of the first year, notice of such non-renewal is given in writing by March 1 (July 1 for a second semester appointment).

If, during the second year of a probationary appointment, it is deemed in the best interest of the university not to renew the appointment at the end of the second year, notice of such non-renewal is given in writing by December 15 (April 15 for a second semester appointment).

Thereafter, notice in writing of the non-renewal of any appointment to which the provisions of this section apply is given at least twelve months prior to the date of non-renewal.

If notice of non-renewal is not given in writing by the beginning of the fourth year of the maximum probationary period in the case of professors and associate professors, or by the beginning of the sixth year of the maximum probationary period in the case of assistant professors, the appointment of the faculty member is a continuous, or tenured, appointment. For the purpose of this paragraph, each year of a first semester appointment is taken to begin with the commencement of the scheduled fall term, and each year of a second semester appointment is taken to begin with the commencement of the scheduled spring term.

Tenure in Office. Deans, heads of departments, directors, or other persons assigned to special offices or duties do not acquire tenure in such special offices or duties. Relief from such office or assignment does not, per se, affect the teaching status and tenure of a person holding such office or assignment.

The tenured status of a member of the faculty appointed to an administrative position is not affected adversely by such an appointment. Normally, time spent by a person not already tenured in an administrative position involving teaching one-fourth time or less is counted as service in a probationary period. A non-tenured individual holding an administrative

position may acquire tenure only in exceptional circumstances and only upon recommendation through the appropriate channels to the President of the university and then to the Board of Trustees.

Non-tenured faculty who accepted an administrative position prior to August 15, 1980, may elect to follow the tenure regulations in effect at the time of their initial employment by the university as a member of the faculty.

Termination. The university reserves the right to terminate a tenured faculty appointment for cause. This action is taken only by the Chancellor for USCS in consultation with an ad hoc committee of the faculty appointed by the Chancellor. Cause means one or more of the following:

1. failure, or mental or physical incapacity to perform the duties required for the position
2. the loss of licensure in other professional areas may be considered as a cause for termination
3. bona fide reduction in staff.
4. curtailment of discontinuance of a department or school
5. gross misconduct detrimental to the image of the university

Faculty members whose appointments are terminated for cause are notified in writing, including a statement, made with reasonable particularity, of the grounds thereof, and also including a statement of the effect that they have the right to a hearing, with counsel, before the Executive Committee of the Board of Trustees, if a request in writing for such hearing is submitted to the President within fifteen days of the receipt of notification of termination. If these faculty members elect to request a hearing, the effective date of termination of their appointments shall not be in advance of the final decision of the Executive Committee, although the President shall have the authority in the meantime to suspend the faculty member in question until the proceedings are completed.

The non-reappointment of faculty during the probationary period is a matter separate and distinct from the establishment of cause for termination of tenured faculty. Nothing in these paragraphs is applicable to faculty serving in a probationary period or faculty not eligible for tenure.

Whenever the university is required to give notice of termination of an appointment, it may at its option terminate the appointment immediately and either establish cause for such termination in the same manner as it is provided for, or pay to the faculty member, in lieu of notice, the compensation which would have been earned as a faculty member in the notice period.

The deadline for administrative action on promotion shall be March 15. The deadline for administrative action on tenure appointments shall be April 15.

Tenure Regulations for Library Faculty

The regulations drawn up for other faculty members pertain for library faculty with the maximum probationary period for a library faculty member being satisfactory service for six years in the rank of assistant librarian or four years in rank above assistant librarian.

GRIEVANCE PROCEDURES

Purpose and Definitions

Purpose

The purpose of the grievance procedures is to ensure that reasonable justice be meted out to all parties. While the process follows the guidelines below, these proceedings should not be viewed as being designed for the strictness and formality of a court of law.

Definition of a Faculty Member

Faculty members covered in this statement of grievance procedures include teaching and research faculty, professional librarians, academic administrators, and all other persons holding faculty appointments.

Grievable Matters

A grievance may be lodged on, but is not limited to, matters concerning tenure, promotion, dismissal of tenured faculty members, dismissal of contract employees prior to the conclusion of a contract term, non-reappointment, salary, discrimination in compensation, promotion, work assignments, and/or any other form of discrimination or unfair treatment.

Informal Procedure

Within twenty days* of receipt of notice of a grievable action during the regular academic year or if receipt of notification of a grievable action occurs during the summer, within twenty days after the fall semester begins, the grievant must seek an oral explanation from the immediate superior or the committee chair in question (respondent). A grievant may choose to have a faculty member (the choice of the faculty member to be agreed to by the respondent) present at the explanation. The respondent must give the oral explanation within three days.

*All days referred to in this procedure are calendar days; however, when the last day of such a period falls on a weekend or university holiday, the effective date is the next regular

If a solution is not obtained through the oral explanation, the grievant may, within three days after the oral explanation, seek written explanation from the respondent. This explanation must be provided within five days of the formal request.

If the written explanation of the respondent does not resolve the conflict, the grievant must, within seven days, state the case in writing. The written explanations of both the grievant and the respondent are then forwarded through appropriate administrative levels to the Chancellor. The Chancellor requests reconsideration of the grievant's case by a lower-level administrator or by a faculty committee if it is deemed that another review would substantially alter the decision that caused the grievance. The Chancellor may also order redress without review by a lower level. The Chancellor informs the faculty member in writing of the decision and the reasons for the decision. At the same time, the Chancellor also informs the faculty member of the right to review by the Faculty Hearing Committee, including the name of the chair of the Welfare Committee and the applicable review procedures. The informal administrative review must be completed within ten days.

If, after all administrative reviews, a faculty member believes there is a cause for grievance, the Faculty Welfare Committee may be petitioned for consideration. Such a petition must be made in writing to the chair of the Faculty Welfare Committee no later than five days from receipt of the Chancellor's letter.

Formal Procedure

Selection of the Grievance and Hearing Committee

The purpose of the Grievance Committee is to respond to a grievance unresolved by administrative review.

Two tenured faculty members (not having faculty personnel responsibilities) from each of the divisions of fine arts, social and behavioral sciences, and science and mathematics; from each of the schools of nursing, business, and education, and one person from the library faculty are elected to three-year terms

business day. The day following the actual day of notification is the first day in the series. If the respondent fails to comply with a deadline, the case goes to the next highest level. The grievant should be aware that the grievance process is long and that it may be wise to seek legal counsel early to determine whether or not there would be grounds for legal action should the grievance process not provide relief. It may, however, be necessary to begin legal action before the end of the grievance process in order to avoid going beyond the statute of limitation for some grounds.

on the Grievance Committee. For the first election, each division and/or school elects one person for a one-year term and the other for a three-year term. After the first year, all are elected for three year terms.

Upon being notified of the need for a grievance hearing, the chair of the Welfare Committee selects a tenured faculty member of the Welfare Committee (the Welfare Committee liaison member) to form a Hearing Committee of three people and to see, as an ex-officio member of the Hearing Committee, that all grievance procedures are followed. The Welfare Committee liaison member draws names from the Grievance Committee to form the Hearing Committee of three. No one from the grievant's division (within the School of Humanities and Sciences) or school shall serve. If the grievant is a librarian, no library faculty member shall serve. Members of the Hearing Committee may disqualify themselves on the grounds of bias or personal interest. The grievant and the respondent each have the right to challenge, without explanation, one member of the Hearing Committee at the time of the Hearing Committee's formation. The Hearing Committee elects its own chair.

Preparation for the Grievance Hearing

A grievant's petition to the Hearing Committee must be based on one or more of the following allegations: inadequate documentation for a particular action, inadequate consideration or inequitable application of appropriate criteria, use of impermissible criteria, denial of procedural due process, or denial of academic freedom. The petition must set forth the factual basis for the contentions and the relief requested. The grievant should advise the chair of the Grievance Committee of all data pertinent to the case to which the grievant does not have access.

Within seven days of the receipt of a grievance, the chair of the Hearing Committee is authorized to require any and all persons (including committees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to submit to the chair of the Hearing Committee any and all data that are pertinent to a particular grievance. Also, within seven days of receipt of a request for a grievance hearing, the chair of the Hearing Committee notifies all parties to the grievance, in writing, that a grievance has been filed, and the date, time, and place of the grievance hearing. All parties have ten days to submit the requested data.

The chair of the Hearing Committee forwards copies of all documents and data to the members of the Hearing Committee, and informs the, in writing, of the date, time, and place of the grievance hearing. The hearing date is five days from the receipt of all pertinent information.

The chair informs the faculty member of the specific procedures governing the hearing. The hearing is closed unless requested otherwise by the grievant and agreed to by the Hearing Committee.

If the grievant requests, the chair of the Hearing Committee makes available to the grievant copies of all data and documents pertinent to the case. In the case of material classified as confidential, a detailed summary (without names) is prepared by the Grievance Committee and provided to the grievant. The grievant's request must be filed at least three (3) working days prior to the grievance hearing.

Conduct of the Hearing

The chair presides. The chair of the Hearing Committee is authorized to require any and all persons (including committeees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to give testimony during the hearing. The Chancellor's office shall make available to the Hearing Committee such authority as it possesses to require the presence of witnesses. All parties to the grievance have the right to present witnesses. The Chancellor's office shall bear any reasonable costs upon the appearance of witnesses necessary for a fair hearing.

The grievant has the opportunity to present evidence and the right to representation by counsel.

The grievant may be present throughout the hearing. However, cross-examination is permitted only at the discretion of the Hearing Committee.

The proceedings of the grievance hearing are recorded, transcribed, and filed with the USCS librarian in charge or archives. This librarian places the recording and other documents in a locked file. Individuals have access to the file only upon request of the Hearing Committee chair. The grievant and the Chancellor also receive copies of the hearing. The Hearing Committee may request that the proceedings be placed in a bank safety deposit box. All materials related to a particular hearing shall be destroyed by the USCS librarian in charge of archives five years after the final settling of the grievance.

Within ten days from the beginning of the hearing, the chair of the Hearing Committee notifies all parties to the grievance, in writing, of the Hearing Committee's final recommendations and rationale for those recommendations. Copies are sent to the grievant, the Chancellor, and to the Hearing Committee members. The recommendations of the Hearing Committee are considered the final word of the USCS faculty.

Internal Channeling from the Committee

Recommendations of the Hearing Committee are forwarded to the Chancellor, who notifies within five days in writing the grievant and the Hearing committee of a decision. If the Chancellor's decision to reject any relief recommended by the Hearing Committee, the Chancellor shall state the reasons in writing to the faculty member and to the Committee. If the grievant does not accept the Chancellor's decision, the grievant has five days to appeal the decision to the President of the University. The President writes a decision and reasons to the Chancellor, Hearing Committee, and grievant within twenty days. Within seven days of receipt of notice of the disposition of the petition, the grievant may appeal the President's final action to the Academic Affairs Committee of the Board of Trustees. The appeal shall be on the entire record produced below unless the Board of Trustees or the Academic Affairs Committee directs a de novo hearing. The Academic Affairs committee, in consultation with the Faculty Liaison Committee, has thirty days in which to complete its review and communicate its findings to the President and the grievant. A review by this Committee of the Board of Trustees is the final level of recourse within the university, and actions by this Committee are final.

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